



**SOPHIA COLLEGE**

**(AUTONOMOUS)**

Affiliated to the University of Mumbai

Syllabi for Semesters I to II

Programme: B. A.

Course: English

(Choice-Based Credit System with effect from the year 2020-21)

**UNIVERSITY OF MUMBAI**  
**SOPHIA COLLEGE (AUTONOMOUS)**

**SYLLABUS FOR F.Y.B.A. (ENGLISH)**  
**COMMUNICATION SKILLS**

**SEMESTER I**

Course Title: COMMUNICATION SKILLS I

**SEMESTER II**

Course Title: COMMUNICATION SKILLS II

Total No. of lectures per semester: 60

No. of credits per year: 2

## Course: Communication Skills

### Objectives:

- to enable students to articulate and communicate their thoughts and ideas coherently and persuasively
- to enable them to receive and interpret accurately information that is communicated to them through various media
- to orient the learners towards the functional aspects of language
- to strengthen students' command over the English language through a variety of exercises

### Semester One: Communication Skills I

#### Unit 1: Basic Language Skills: Grammar

- 1.1 Articles, prepositions, conjunctions
- 1.2 Transformation of Sentences (Simple, Compound, Complex)
- 1.3 Tenses
- 1.4 Subject-Verb agreement
- 1.5 Question Tags
- 1.6 Direct and Indirect Speech
- 1.7 Voice

#### Unit 2: Comprehension

The following skills to be acquired through exposure to previously unseen passages (literary and non-literary) of varying complexity:

- Reading with fluency and speed
- Skimming and scanning
- Identifying relevant information
- Isolating fact from opinion
- Understanding concepts and arguments
- Identifying distinctive features of language

#### Unit 3: Formal correspondence

- 3.1 Job Application Letter (without Resume)
- 3.2 Letter of complaint
- 3.3 Letter to the editor
- 3.4 Request for sponsorship
- 3.5 Request for permission
- 3.6 Statement of Purpose

## Unit 4: Essay writing

- 4.1 Descriptive
- 4.2 Narrative
- 4.3 Analytical
- 4.4 Persuasive
- 4.5 Personal (autobiographical/reflective/imaginative)

**Question paper pattern:**

Semester End Examination: 75 marks

Semester I: Communication Skills in English I

Duration: 2.5 hours    Marks: 75

Q.I.	Grammar	15 marks
Q.II.	Comprehension (non-literary)	15 marks
Q. III	Comprehension (literary)	10 marks
Q.IV.	Formal correspondence (1 out of 2)	15 marks
Q.V.	Essay (1 out of 2)	20 marks

Internal Assessment: 25 marks

- a. Book review
- b. Film review

## **Semester Two: Communication Skills II**

### Unit 1: Basic Language Skills: Vocabulary building

- 1.1 Antonyms, Synonyms
- 1.2 Suffixes, Prefixes, Root words
- 1.3 Homophones, Homonyms
- 1.4 Collocation
- 1.5 Changing the class of words
- 1.6 Phonetics
- 1.7 Stress marking

### Unit 2: Editing and Summarisation

#### 2.1 Editing:

- Headings/ Headlines/ Titles/Use of Capital Letters
- Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks
- Spelling
- Substitution of words
- Use of link words and other cohesive devices
- Removing repetitive or redundant elements

#### 2.2 Summarisation

- Discerning the main/central idea of the passage
- Identifying supporting ideas
- Eliminating irrelevant or extraneous information
- Integrating relevant ideas in a precise and coherent manner

### Unit 3: Interpretation of Poetry and Technical Data

- 3.1 Interpretation of poetry
- 3.2 Interpretation of technical data represented graphically (maps, pie charts, tables, line and bar graphs, and flowcharts)

### Unit 4: Dialogue Writing and Short story writing

### Unit 5: Report Writing

- 5.1 Newspaper report
- 5.2 Magazine report

**Question paper pattern:**

Semester End Examination: 75 marks

Semester II: Communication Skills in English II

Duration: 2.5 hours    Marks: 75

Q.I.

- |                                 |          |
|---------------------------------|----------|
| a. Vocabulary                   | 10 marks |
| b. Phonetics and stress marking | 05 marks |

Q.II.

- |                  |          |
|------------------|----------|
| a. Editing       | 05 marks |
| b. Summarisation | 10 marks |

Q.III.

- |                                     |          |
|-------------------------------------|----------|
| a. Interpretation of poetry         | 15 marks |
| b. Interpretation of technical data | 10 marks |

Q. IV.

- |                        |          |
|------------------------|----------|
| a. Dialogue writing    | 10 marks |
| or                     |          |
| b. Short story writing |          |

Q. V. Report writing

10 marks

- |                     |  |
|---------------------|--|
| a. Newspaper report |  |
| or                  |  |
| b. Magazine report  |  |

Internal Assessment: 25 marks

Creative Writing:

- a. Dialogue writing
- b. Short story writing
- c. Poetry writing
- d. Blogging: personal blogs, fashion, travel, food, culture etc.